

RIVER LARK CATCHMENT PARTNERSHIP

DATA PROTECTION POLICY



DATA PROTECTION (INCLUDING SOCIAL MEDIA)

The River Lark Catchment Partnership is committed to protecting personal data. Our collection and use of personal data follows the General Data Protection Regulations (May 2018) and also considers the rights and wishes of all members and volunteers whose data is collected, (photographic, video, written). The same considerations are made for the sharing of collected data, particularly on social media/for publicity.

INTRODUCTION

RLCP needs to gather and use certain information about individuals. These can include volunteers, members, stakeholders, suppliers, and other people the organisation has a relationship with or may need to contact. This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards - and to comply with the law.

WHY THIS POLICY EXISTS

This data protection policy ensures the River Lark Catchment Partnership:

- Complies with data protection law and follows good practice
- Protects the rights of staff, volunteers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

DATA PROTECTION LAW

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

The Charity will obtain, hold and process all personal data in accordance with the UK-GDPR for the following lawful purposes. In all cases the information collected, held and processed will include Contact Information:

BY CONSENT

People who are interested in, and wish to be kept informed of, the activities of the Charity.

a) Subject to the person's consent, this may include information selected and forwarded by the Charity on activities by other organisations which are relevant to those of the Charity. Note: this will not involve providing the person's personal data to another organisation.



b) The information collected may additionally contain details of any particular areas of interest about which the person wishes to be kept informed.

c) The information provided will be held and processed solely for the purpose of providing the information requested by the person.

BY CONTRACT

People who sell goods and/or services to, and/or purchase goods and/or services from the Charity. The information collected will additionally contain details of: a) The goods/services being sold to, or purchased from the Charity; b) Bank and other details necessary and relevant to the making or receiving of payments for the goods/services being sold to, or purchased from the Charity. The information provided will be held and processed solely for the purpose of managing the contract between the Charity and the person for the supply or purchase of goods/services.

LEGITIMATE INTEREST

Volunteers, Including Trustees In order to be able to operate efficiently, effectively and economically, it is in the legitimate interests of the Charity to hold such personal information on its volunteers and trustees as will enable the Charity to communicate with its volunteers on matters relating to the operation of the charity, eg:

- the holding of meetings;
- providing information about the Charity's activities – particularly those activities which, by their nature, are likely to be of particular interest to individual volunteers/trustees;
- seeking help, support and advice from volunteers/trustees, particularly where they have specific knowledge and experience;
- ensuring that any particular needs of the volunteer/trustee are appropriately and sensitively accommodated when organising meetings and other activities of the Charity.

COLLECTING & PROCESSING PERSONAL DATA

The Charity collects a variety of personal data commensurate with the variety of purposes for which the data are required in the pursuit of its charitable objects. All personal data will be collected, held and processed in accordance with the relevant Data Privacy Notice provided to data subjects as part of the process of collecting the data. A Data Privacy Notice will be provided, or otherwise made accessible, to all persons on whom the Charity collects, holds and processes data covered by the UK-GDPR. The Data Privacy Notice provided to data subjects will detail the nature of the data being collected, the purpose(s) for which the data are being collected and the subjects rights in relation to the Charity's use of the data and other relevant information in compliance with the prevailing UK-GDPR requirements.